

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

August 25, 2016

9:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director; Hannah Rudd, Development Coordinator

The meeting was called to order at 9:30 a.m. by the Chairman.

MINUTES

The Chairman declared, without objection, the acceptance of the minutes of the July 21, 2016 Regular Meeting.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

Tenant Commissioner Resignation

Mr. Hundt offered Ms. Fields his resignation letter on July 25, 2016. Ms. Fields will begin the process of filling the Tenant Commissioner position pursuant to the Tenant Commissioner Election Policy. The Board was sorry to lose him.

Town Director of Finance

The Town Director of Finance extended her thanks for sharing the cost of the PILOT for Holinko Estates that would not be paid to the Town by the State due to budget cuts.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the July bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the June Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the July Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

General Reports – None

COMMENTS FROM COMMISSIONERS

None

COMMITTEE REPORTS

Budget Committee

The committee met on August 5, 2016. Budgets for all housing programs were reviewed. The Committee asked Ms. Fields to make some changes and provide some additional information to be presented at the next Board Meeting. With the provisional approval of rent increases and the budget, Ms. Fields will schedule tenant meetings for each property to collect comments on the rent increase for the Board to review at the September meeting.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to provisionally approve a ten dollar (\$10.00) base rent increase for Holinko Estates effective May 1, 2017; and a ten dollar (\$10.00) base rent increase for Wrights Village effective January 1, 2017 and the Budget as submitted with changes. Motion approved unanimously.

UNFINISHED BUSINESS

Commissioner Vacancies

Ms. Fields reminded the Board that at the last meeting, Mr. Eddy asked the Board to start looking for a replacement for him as his term expires on October 31, 2016 and will not be renewing his term. Mr. Eddy stated that he would remain on the Board until a replacement is found.

Affordable Housing/Housing Trust

Ms. Fields will attend the Planning and Zoning Public Hearing on September 6, 2016 and speak on behalf of the Housing Authority in support of an exemption for affordable housing projects under the proposed moratorium on multi-family housing.

Ms. Rudd and Ms. Mullen visited with the folks at the Champlain Housing Trust in Burlington VT and looked at some of the properties on July 27-28. She stated that the Champlain Housing Trust is the largest in the world. She and Ms. Mullen are continuing to work together in an effort to create a Housing Trust for Mansfield.

NEW BUSINESS

Public Officials Insurance Policy

Due to the cancellation of the previous policy, a new quote has been received in the amount of \$8,009. It is an increase of approximately \$5,500 over last year's premium.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the policy premium in an amount not more than \$8,009. Motion approved unanimously.

2015 Audit

Ms. Fields stated that the audit has been completed by Roy & Associates and it has been filed with both HUD and CHFA as required.

Holinko Estates – Tree Removal

A tree was hit by lightning last week which caused the bark to be peeled the bark and split the tree. The tree will be removed. The cost will be \$1,600.

EXECUTIVE SESSION

Litigation

Ms. Fields asked the Chairman to request a vote to go into Executive Session in order to discuss a litigation matter which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to go into Executive Session at 10:21 a.m. and to invite Ms. Fields, Ms. Rudd and Ms. Ward.

The Board came out of Executive Session at 10:34 a.m.

MEETING DATE REVIEW

The next meeting is the Annual Meeting and has been changed from September 15, 2016 to September 26, 2016 at 9:30 a.m.

OTHER BUSINESS

Unbudgeted Expenditures Policy

Mr. Simonsen requested that the Board consider making a policy that would give the Executive Director authority to approve unbudgeted expenditures within a set amount without a vote by the Board of Commissions.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the following policy:

Unbudgeted Expenditure

Unbudgeted expenditures \$5,000 or greater will require a vote by the Board of Commissioners. Any unbudgeted expenditure between \$1,500 and \$4,999 will be brought to the Board's attention at the next scheduled meeting.

ADJOURNMENT

The Chairman declared the meeting adjourned at 11:09 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman